

2015

# PAAO GRANT MANAGEMENT WORKSHOP

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT



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# MANAGING YOUR COMMUNITY SERVICE FACILITY PROJECT

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# WHAT IS A COMMUNITY SERVICE FACILITY PROJECT?

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A PHYSICAL FACILITY THAT PROVIDES  
IMPORTANT SERVICES FOR THE LOW- TO  
MODERATE-INCOME (LMI) PERSONS AND THE  
GREATER COMMUNITY.

# CSF EXAMPLES



- DAY CARE FACILITIES
- FACILITIES FOR LIMITED CLIENTEL SUCH AS THE ELDERLY AND DISABLED
- COMMUNITY CENTERS
- HEALTH CLINICS
- HOSPITALS
- SKILL-BUILDING FACILITIES FOR YOUTH AND THE UNEMPLOYED



# WHAT MAKES A CSF PROJECT SPECIAL?



- Business
- Management
- Specialized Knowledge



# WHEN TO EXPECT EXTRA CHALLENGES !

1 PRE-CONTRACT

2 CONSTRUCTION PHASE-DESIGN

3 POST CONTRACT



## CHALLENGE #1

# PRE-CONTRACT

# PRE-CONTRACT

- Legal Challenges
- Regulatory Agencies
- Service Providers
- Operations





# LEGAL CHALLENGES



- Ownership
- Management/Oversight
- Agreements
- Restrictive Covenant



# REGULATORY AGENCIES



A **regulatory agency** is a governmental body that is created by a legislative act (statute) to implement and enforce specific laws.

- Safety Requirements
- License/Certifications/Permits



# SERVICE PROVIDERS

A **service provider** is a third party agency hired to provide certain agreed upon services.



- Define
- Seek And Recruit
- Clarify Responsibilities



# OPERATIONS



- Business Plan

- Staffing and Operations Plan

- Pro-Forma



CHALLENGE #2

# CONSTRUCTION PHASE-DESIGN

# CONSTRUCTION PHASE-DESIGN



## ○ Design

### ➤ Building Codes

### ➤ Regulatory Agencies



# CONSTRUCTION PHASE-DESIGN



## ○ Furnishings



➤ Equipment

➤ Furniture

CHALLENGE #3

# POST CONSTRUCTION



# POST CONSTRUCTION



- MARKETING

- TRACKING BENEFIT





THANK YOU!



Any Questions?

# CONTACT INFO



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